

***Amended 9 December 2004
HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-454

**Resource Manager
70321000
GS-0501-12/11
\$60,929 - \$79,205 pa
\$50,836 - \$66,085 pa**

**ANNOUNCEMENT DATE: 23 September 2004
*CLOSING DATE: 19 January 2005**

SELECTING OFFICIAL: Director - CFMO

**APPOINTMENT FEATURES: Excepted Service
*Officer/Warrant Officer/Senior Enlisted Grade**

**POSITION LOCATION: Construction & Facilities Management
Joint Forces Headquarters - Sacramento, CA**

A RECRUITMENT BONUS OF UP TO 25% MAY BE OFFERED

POSITION TO BE FILLED AT THE GS-12/11 LEVEL BASED UPON QUALITY OF EXPERIENCE

This position is located in ARNG Construction and Facilities Management Office (CFMO), Resource Management Branch. The purpose of this position is to accomplish management and financial administration of programs under the control of the CFMO. Supervises the work of the function.

- 1. AREA OF CONSIDERATION: Statewide.** All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.
- 2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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*3. **MILITARY GRADE AVAILABLE:** OFFICER/WARRANT OFFICER/SENIOR ENLISTED GRADE E-7 AND ABOVE. **PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER/WARRANT OFFICER/SENIOR ENLISTED GRADE E-7 AND ABOVE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **Resource Manager, GS-0501-12/11, General:** Experience, education, or training which demonstrates Experience, education or training which demonstrates the candidates knowledge in analyzing and directing supply, service, and construction contract programs characterized by high dollar costs and extending over long periods of time.

b. **Resource Manager, GS-0501-12/11, Specialized:** Must have 36 months specialized responsible experience analyzing data, and drawing conclusions from varied and complex financial data; experience in any functional area of administration that relates to budgeting, accounting, auditing, management, analysis, etc., which provided an understanding of the needs of administering problems; experience which includes planning, organizing and coordinating related financial work in situations where numerous diverse demands were required; and responsible experience which included the responsibility for and the supervision and management of personnel.

If selected at the GS-11 level, the appointee may be non-competitively promoted to the GS-12 level based upon quality of experience and recommendation of supervisor.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

5. **KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Knowledge of and ability to analyze and evaluate complex financial problems.
- b. Knowledge of and ability to utilize principles, methods, techniques and systems of financial administration.
- c. Ability to plan, organize and coordinate related financial work to attain mission objectives.
- d. Ability to supervise and manage personnel.

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***SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ARMY: O: BR IMM; WARRANT OFFICER: BR IMM; SENIOR ENLISTED GRADE: MOS IMM.**

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

***PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.**

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.